

Geri M. Smith  
Clerk of Court

United States District Court  
Northern District of Ohio  
Office of the Clerk  
Carl B. Stokes United States Court House  
801 West Superior Avenue  
Cleveland, Ohio 44113-1830

(216) 357-7000

Dear Attorney:

Thank you for your interest in applying to practice before the United States District Court for the Northern District of Ohio. Enclosed please find the application form for admission to practice, which must be completed in its entirety, and a copy of the Local Rules regarding attorney admission.

**Requisite Requirements**

Attached to the application form is a "**Statement of Sponsors.**" Your sponsors must be **active** members of the bar of the United States District Court for the Northern District of Ohio and they must be willing to affirm that your personal and professional character and standing are good. Sponsors may not be related to you.

A **current** (*not older than 30 days*) **certificate of good standing from the Supreme Court of Ohio**, or the highest Court of any other State or Territory or the District of Columbia must accompany the application. If you are admitted to practice in a district court outside the Northern District of Ohio, please refer to the waiver section of this notice. A request for a certificate of good standing from the Supreme Court of Ohio must be in writing. Please complete the form *Request for Certificate of Good Standing* located on the Supreme Court of Ohio's website [www.sconet.state.oh.us](http://www.sconet.state.oh.us) under the Attorney Registration Section. The form can be faxed to 614-728-0930 or mailed to the Supreme Court of Ohio, Attorney Registration Section, 30 East Broad Street, 35th Floor, Columbus, Ohio 43215.

Attorneys who wish to be admitted to practice in the United States District Court for the Northern District of Ohio **must attend a federal court seminar** (Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) ) **within one year prior to seeking admission.** Accordingly, a **certificate of attendance** at a federal court seminar must be presented with your application.

Attorneys who find it necessary to appear prior to being admitted to the bar of this Court may file a motion to be admitted pro hac vice with payment of the pro hac vice admission fee (which is equal to the regular attorney admission fee) pursuant to Local Civil Rule 83.5(h) and Local Criminal Rule 57.5(h). Please refer to these Local Rules for the requirements of filing a motion to be admitted pro hac vice.

The **fee for admission to practice** before the United States District Court for the Northern District of Ohio is **\$90.00**. Please make your check payable to: Clerk, U.S. District Court. A portion of this fee entitles attorneys to use the United States Courts Library.

Please file your completed Application for Admission, Oath or Affirmation of Admission and the requisite documentation along with the payment of the fee to the Clerk's Office at any court location in the Northern District of Ohio. The Clerk's Office is open Monday through Friday from 9:00 a.m. to 4:00 p.m.

Revised 03/01/04

568 U.S. Court House  
and Federal Building  
2 South Main Street  
Akron, OH 44308-1876  
(330) 375-5407

114 U.S. Court House  
1716 Spielbusch Avenue  
Toledo, OH 43624-1347  
(419) 259-6412

337 Thomas D. Lambros  
Federal Building and  
U.S. Court House  
125 Market Street  
Youngstown, OH 44503-1787  
(330) 746-1906

**Waiver Requirement of Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d)**

The Northern District of Ohio's Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) requires "evidence of attendance at a federal court practice seminar" prior to admission in the Northern District of Ohio. The Court has adopted a general order which instructs the Clerk of Court to exercise discretion in granting exceptions/waivers to the local rule requirement, and to grant reciprocity to those attorneys that have taken other federal court practice seminars, or who have been admitted to practice in other district courts, with the provision that the Court will expect their familiarity with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedure, the Local Rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq., Alternative Dispute Resolution (ADR), and Section 16.1, et seq., Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment, case management conferences, etc.

Pursuant to the authority granted to the Clerk of Court in the Court's general order, the Court will waive the requirement of your attendance at a federal court practice seminar by granting reciprocity due to your admission to practice in a district court other than the Northern District of Ohio. Please find enclosed a Certificate of Applicant to be completed by you. You may then file the Certificate of Applicant along with your completed Application for Admission, Oath or Affirmation of Admission, Certificate of Good Standing from the state supreme court or highest court of any state or territory or the District of Columbia, a Certificate of Good Standing from the district court in which you are admitted to practice, Certificate of Attendance at a federal court seminar outside the Northern District of Ohio or evidence of passing a test on federal practice and procedure, and the application fee with the Clerk's Office at any location in the Northern District of Ohio.

Again, thank you for your interest. If you have any questions or need further assistance in fulfilling these requirements, please feel free to contact the Intake Department at any court location in the Northern District of Ohio.

Yours sincerely,  
**Geri M. Smith, Clerk of Court**

By: \_\_\_\_\_  
Deputy Clerk

United States District Court  
Northern District of Ohio

APPLICATION FOR ADMISSION TO PRACTICE  
PERSONAL STATEMENT

***PLEASE TYPE***

- 1) First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_ Generation \_\_\_\_\_
- 2) Residence Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
- 3) Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_
- 4) Sex: **G** Female **G** Male
- 5) Highest State Court Admitted \_\_\_\_\_
- 6) Highest State Court Admission Date \_\_\_\_\_
- 7) Highest State Court Bar Registration Number \_\_\_\_\_
- 8) Are you presently engaged in the practice of law? **G** Yes **G** No
- 9) If you are presently engaged in the practice of law, state the nature of your practice, whether by self, in partnership, or associated with or employed by others, giving the name of the firm or employer.  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Business address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- 11) Office telephone number \_\_\_\_\_
- 12) Email address \_\_\_\_\_

- 13) List firms or other organizations with which you have been formerly associated, or by which you have been employed as a lawyer.

---

- 14) State the extent of undergraduate and legal education and where received.

---

- 15) Have you ever changed your name or been known by any other name or surname other than that appearing on this application?

**G** Yes      **G** No

- 16) If the answer to number 15 is yes, what name were used and give details.

---

- 17) Have you ever been disbarred or suspended from practice before any court, department, bureau or commission of any State or the United States, or have you received any reprimand from any such court, department, bureau or commission pertaining to your conduct or fitness as a member of the bar?

**G** Yes      **G** No

- 18) If the answer to number 17 is yes, give specific details (attach a separate statement, if necessary)

---

- 19) Are you currently, or have you ever been, a law clerk to a District Judge or Magistrate Judge?

**G** Yes      **G** No

- 20) If the answer to number 19 is yes, to whom did you serve as a law clerk:

---

From \_\_\_\_\_ to \_\_\_\_\_

21) Method of Admission:

Check the method of admission which applies and attach the required documents as indicated to your application.

**G** STANDARD

**Attach to Application:**

- # Certificate of Good Standing from Highest State Court Admitted (not older than 30 days)
- # Statement of Sponsors
- # Certificate of Attendance at a NDOH Federal Court Seminar (not older than one year)

**G** WAIVER OF SEMINAR FOR ATTORNEYS ADMITTED IN OTHER U.S. DISTRICT COURTS

**Attach to Application:**

- # Certificate of Good Standing from Highest State Court Admitted (not older than 30 days)
- # Certificate of Good Standing from United States District Court Admitted (not older than 30 days)
- # Statement of Sponsors
- # Certificate of Applicant & Waiver of Attendance at a Federal Court Seminar
- # Certificate of Attendance at a Federal Court Seminar or Evidence of Passing a Test on Federal Practice and Procedure

**G** SOUTHERN DISTRICT OF OHIO RECIPROCITY

*Applicable only to attorneys **admitted in the Southern District of Ohio for the past two years** pursuant to General Order No. 2003-44*

- # Northern District of Ohio Verification of Good Standing Status in the Southern District of Ohio

---

The fee for admission to practice before the United States District Court for the Northern District of Ohio is \$90.00 Please make checks payable to: Clerk, U.S. District Court.

Please file your completed Application for Admission, Oath or Affirmation of Admission, the above applicable documentation, and payment of the fee for admission at any court location in the Northern District of Ohio.

**CERTIFICATION**

I certify that I have read the foregoing questions and have answered the same fully and frankly. Said answers are complete and are true to the best of my knowledge.

---

(Signature of Applicant)

Date: \_\_\_\_\_

**PLEASE COMPLETE THE ELECTRONIC FILING REGISTRATION FORM &  
SUBMIT IT WITH YOUR ATTORNEY ADMISSION APPLICATION**

United States District Court  
Northern District of Ohio

Pursuant to Local Civil Rule 83.5(f) and Local Criminal Rule 57.5(f), attorneys must take the following oath, or make the following affirmation to become admitted to practice in the United States District Court for the Northern District of Ohio.

Please note that admission to this Court does not become effective until all other attorney admission requirements have been satisfied.

**Oath or Affirmation of Admission**

I, \_\_\_\_\_, do solemnly swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Code of Professional Responsibility adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

PLEASE TYPE & COMPLETE IN ENTIRETY

STATEMENT OF SPONSORS

I, \_\_\_\_\_ and I, \_\_\_\_\_  
(Type Name) (Type Name)

being members of the bar of the United States District Court for the Northern District of Ohio and not related to the applicant, state that the applicant is personally known to us, that the applicant possesses all the qualifications required for admission to the bar of the United States District Court for the Northern District of Ohio, that we have examined this personal statement and believe it to be correct, and we affirm that the applicant's personal and professional character and standing are good.

Signed \_\_\_\_\_  
**Business address:**

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Suite & Building Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

**Email Address:**

\_\_\_\_\_

**Date admitted to practice in the Northern District of Ohio:**

\_\_\_\_\_

**Ohio Supreme Court Bar I.D. Number:**

\_\_\_\_\_

Signed \_\_\_\_\_  
**Business Address:**

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Suite & Building Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

**Email Address:**

\_\_\_\_\_

**Date admitted to practice in the Northern District of Ohio:**

\_\_\_\_\_

**Ohio Supreme Court Bar I.D. Number**

\_\_\_\_\_

IT IS ORDERED THAT THE APPLICANT IS ADMITTED TO PRACTICE BEFORE THIS COURT UPON VERIFICATION THAT ALL ATTORNEY ADMISSION REQUIREMENTS HAVE BEEN SATISFIED.

GERI M. SMITH, CLERK

By: \_\_\_\_\_  
Deputy Clerk

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**CERTIFICATE OF APPLICANT &  
WAIVER OF ATTENDANCE AT A FEDERAL COURT SEMINAR**

pursuant to Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d)

\_\_\_\_\_,  
(Attorney Applicant)

\_\_\_\_\_  
(Address)

hereby certifies that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment and case management conferences.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*

\_\_\_\_\_  
(Attorney Applicant)

is hereby granted a waiver from the requirement of Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) which requires "evidence of attendance at a federal court seminar" prior to admittance. This waiver is granted after documentation was provided by said attorney that he/she has taken a federal court practice seminar or has passed a test evidencing a working knowledge and familiarity of federal practice and procedure, and the above certification, in accordance with General Order 93-07, adopted by this Court on August 10, 1993.

GERI M. SMITH, CLERK

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Deputy Clerk



**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**ELECTRONIC FILING ATTORNEY REGISTRATION FORM**

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system). Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system. The following information is required for registration:

**PLEASE TYPE**

Mr. / Mrs. / Ms. (circle one)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ If appropriate circle one: Senior / Junior / II / III

Highest state court admitted: \_\_\_\_\_ Bar ID Number: \_\_\_\_\_

Are you currently in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you relocated to this address within the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

Voice Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Internet Mail Address: \_\_\_\_\_

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Northern District of Ohio pursuant to LR 83.5 and LCvR 57.5. Please complete which applies.**

Date admitted to practice in this Court: \_\_\_\_\_

If U.S. Department of Justice Attorney check here: \_\_\_\_\_

If admitted pro hac vice: Date motion for pro hac vice granted: \_\_\_\_\_ in case number: \_\_\_\_\_

If Attorney of Record in MDL action indicate case number: \_\_\_\_\_

**By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed.R.Crim.P. 49(b)-(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.**

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Submit completed Registration Form to:

Geri M. Smith, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
801 West Superior Avenue  
Cleveland, OH 44113-1830

Once your registration is complete, you will receive notification by U.S. Mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you have any questions concerning the registration process or the use of the electronic filing system.

*Local Civil Rules -- Northern District of Ohio*

**Rule 83.5 Admission of Attorneys to Practice in the Northern District of Ohio**

**(a) Roll of Attorneys.** The Bar of this United States District Court for the Northern District of Ohio consists of those admitted to practice before this Court who have taken the oath prescribed by the Rules in force when they were admitted or that prescribed by these Rules and who have signed the roll of attorneys of this district.

No person shall be permitted to practice in this Court or before any officer thereof as an attorney or to commence, conduct, prosecute, or defend any action, proceeding, or claim in which such person is not a party concerned, either by using or subscribing his or her own name or the name of any other person, unless he or she has been previously admitted to the Bar of this Court.

**(b) Bar Admission.** It shall be requisite to the admission of attorneys to practice in this Court that they shall have been admitted to practice in the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, that they are currently in good standing with such court and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court shall be bound by the ethical standards of the Code of Professional Responsibility adopted by the Supreme Court of Ohio, so far as they are not inconsistent with federal law.

**(c) Local Office Requirement.** Unless otherwise ordered by the Court, it shall not be necessary for any attorney entitled to practice before the District Court or permitted to appear and participate in a case or proceeding to associate with or to designate an attorney with an office in this district upon whom notices, rulings, and communications may be served.

**(d) Admission by Clerk.** Each applicant shall file with the Clerk (1) a certificate from the presiding Judge or Clerk of the proper court evidencing the applicant's admission to practice there and that he or she is presently in good standing, (2) the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, which shall be endorsed by two members of the Bar of this Court who are not related to the applicant, and (3) evidence of attendance at a federal court seminar.

If the documents submitted by the applicant demonstrate that he or she possesses the necessary qualifications, the Clerk shall so notify or advise the applicant, and he or she may be admitted without appearing in Court by appearing at the Clerk's Office and signing the Roll of Attorneys. The applicant shall subscribe before any official authorized to administer the oath or affirmation set forth in this Rule.

**(e) Admission Upon Motion to the Court.** If the applicant so elects, rather than filing with the Clerk the certificate and statement required by subsection (d), he or she may be admitted by the Court on oral motion by a member of the Bar, provided that it appears from the motion or the statement of the applicant to the Court that he or she has satisfied the requirements of admission.

**(f) Oath or Affirmation.** Each applicant shall subscribe or take the following oath or affirmation, viz:

I,       [Name]      , do solemnly swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Code of Professional Responsibility adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

Local Civil Rules -- Northern District of Ohio

(g) **Admission and Fees.** All attorneys admitted to practice in this Court under this Rule shall pay to the Clerk the admission fee prescribed by the Judicial Conference of the United States and such other fees as may from time to time be required by General Order of this Court (such as a library fee).

(h) **Permission to Participate in Particular Case.** The Court's strong preference is that attorneys seek permanent admission to the Bar of this Court, however, any member in good standing of the Bar of any court of the United States or of the highest court of any state may, upon written or oral motion and payment of the pro hac vice admission fee (which is equal to the regular attorney admission fee), be permitted to appear and participate in a particular case, or in a group of related cases. An attorney must pay the pro hac vice admission fee each time he or she seeks pro hac vice status. A certificate of good standing from the aforementioned court(s) or an affidavit swearing to applicant's current good standing must accompany the motion for admission pro hac vice along with a check for the attorney admission fee payable to: Clerk, U.S. District Court. In addition to showing proof of current good standing, any attorney moving for admission pro hac vice must contemporaneously provide his or her typewritten name, address, telephone number, facsimile number, e-mail address, and bar registration number.

(i) **Change of Address.** All attorneys admitted to practice in this Court are required to submit a written notice of a change of address to the Clerk upon the change in address.

(j) **Continuing Maintenance of Good Standing.** It shall be requisite to the continuing eligibility of attorneys to practice in this Court that they are currently in good standing with the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court are deemed by their signature on any pleading, written motion, and other paper to certify that they are currently in good standing of the Bar of a Court of the United States or of the highest court of any state.

**Rule 57.5 Admission of Attorneys to Practice in the Northern District of Ohio**

**(a) Roll of Attorneys.** The Bar of this United States District Court for the Northern District of Ohio consists of those admitted to practice before this Court who have taken the oath prescribed by the Rules in force when they were admitted or that prescribed by these Rules and who have signed the roll of attorneys of this district.

No person shall be permitted to practice in this Court or before any officer thereof as an attorney or to commence, conduct, prosecute, or defend any action, proceeding, or claim in which such person is not a party concerned, either by using or subscribing his or her own name or the name of any other person, unless he or she has been previously admitted to the Bar of this Court.

**(b) Bar Admission.** It shall be requisite to the admission of attorneys to practice in this Court that they shall have been admitted to practice in the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court shall be bound by the ethical standards of the Code of Professional Responsibility adopted by the Supreme Court of Ohio, so far as they are not inconsistent with federal law.

**(c) Local Office Requirement.** Unless otherwise ordered by the Court, it shall not be necessary for any attorney entitled to practice before the District Court or permitted to appear and participate in a case or proceeding to associate with or to designate an attorney with an office in this district upon whom notices, rulings, and communications may be served.

**(d) Admission by Clerk.** Each applicant shall file with the Clerk (1) a certificate from the presiding Judge or Clerk of the proper court evidencing the applicant's admission to practice there and that he or she is presently in good standing, (2) the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, which shall be endorsed by two members of the Bar of this Court who are not related to the applicant, and (3) evidence of attendance at a federal court seminar.

If the documents submitted by the applicant demonstrate that he or she possesses the necessary qualifications, the Clerk shall so notify or advise the applicant, and he or she may be admitted without appearing in Court by appearing at the Clerk's Office and signing the Roll of Attorneys. The applicant shall subscribe before any official authorized to administer the oath or affirmation set forth in this Rule.

**(e) Admission Upon Motion to the Court.** If the applicant so elects, rather than filing with the Clerk the certificate and statement required by subsection (d), he or she may be admitted by the Court on oral motion by a member of the Bar, provided that it appears from

Local Criminal Rules -- Northern District of Ohio

the motion or the statement of the applicant to the Court that he or she has satisfied the requirements of admission.

**(f) Oath or Affirmation.** Each applicant shall subscribe or take the following oath or affirmation, viz:

I,       [Name]      , do solemnly swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Code of Professional Responsibility adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

**(g) Admission and Fees.** All attorneys admitted to practice in this Court under this Rule shall pay to the Clerk the admission fee prescribed by the Judicial Conference of the United States and such other fees as may from time to time be required by General Order of this Court (such as a library fee).

**(h) Permission to Participate in Particular Case.** The Court's strong preference is that attorneys seek permanent admission to the Bar of this Court, however, any member in good standing of the Bar of any court of the United States or of the highest court of any state may, upon written or oral motion and payment of the pro hac vice admission fee (which is equal to the regular attorney admission fee), be permitted to appear and participate in a particular case, or in a group of related cases. An attorney must pay the pro hac vice admission fee each time he or she seeks pro hac vice status. A certificate of good standing from the aforementioned court(s) or an affidavit swearing to applicant's current good standing must accompany the motion for admission pro hac vice along with a check for the attorney admission fee payable to: Clerk, U.S. District Court. In addition to showing proof of current good standing, any attorney moving for admission pro hac vice must contemporaneously provide his or her typewritten name, address, telephone number, facsimile number, e-mail address, and bar registration number.

**(i) Prerequisites of Practice.** After July 1, 1992, to be counsel of record in criminal cases in this District, counsel shall have been counsel of record in at least two criminal cases to which the federal sentencing guidelines were applicable, or shall have taken the Court's annual course on federal criminal procedure or have taken six (6) hours of CLE credits on federal criminal law and/or federal criminal trial procedure for that year.

**(j) Continuing Legal Education.** After July 1, 1992, and for each year thereafter, all counsel appearing as counsel of record in criminal cases shall, in addition to complying with Paragraph (i) above, have taken the Court's annual course on criminal law, or certify

Local Criminal Rules -- Northern District of Ohio

that they have taken six (6) hours of CLE credits on federal criminal law and/or federal criminal trial procedure for that year.

**(k) Change of Address.** All attorneys admitted to practice in this Court are required to submit a written notice of a change of address to the Clerk upon the change in address.

## **LIBRARY INFORMATION**

### **CLEVELAND**

**ADDRESS:** U.S. COURTS LIBRARY  
CARL B. STOKES U.S. COURT HOUSE  
801 SUPERIOR AVENUE  
CLEVELAND, OHIO 44113

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (216) 357-7275

**LAW  
LIBRARIAN:** IRENE M. MILAN, M.S.L.S., J.D.

### **TOLEDO**

**ADDRESS:** U.S. COURTHOUSE LIBRARY  
418 U.S. COURTHOUSE  
1716 SPIELBUSCH AVENUE  
TOLEDO, OHIO 43624

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (419) 259-7539

**LAW  
LIBRARIAN:** Marianne Mussett, M.L.S.